Leon County

VPN Web Portal and JInitiator Plug-in for JIS Access

Installation & Connectivity Guide

Revised 10/05/09

Contents

INTRODUCTION

This document was created to help you, the end user, access the Leon County JIS system via the Virtual Private Network (VPN) Web Portal and install the JInitiator plug-in. The JInitiator is a special plug-in for Netscape or Internet Explorer and is needed to access the JIS application.

NOTICE: If you are unfamiliar with loading software onto your computer, please consult your technical staff before continuing.

WHAT YOU NEED BEFORE YOU BEGIN:
- Pentium III, 350 or better personal computer
- 128 MB RAM
- Microsoft Windows version 2000 or better
- Internet Explorer version 5, or higher [OR] Netscape version 4, or higher
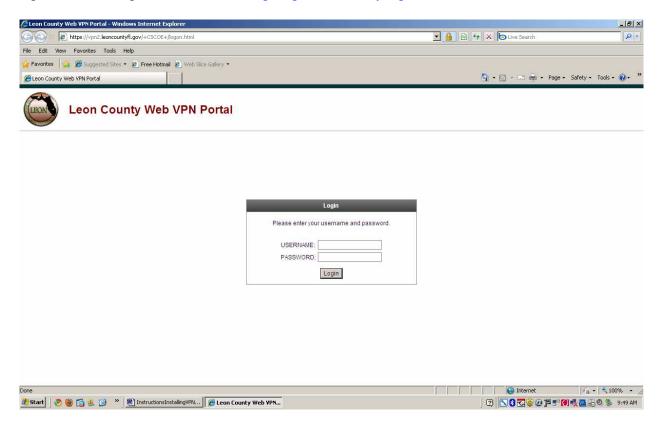- A connection to the Internet via the **I**nternet **S**ervice **P**rovider of your choice

HOW TO PROCEED:
Step by step instructions are provided to assist you in (1) Accessing the Leon County Virtual Private Network (VPN) Web Portal, (2) Installing the JInitiator plug-in. (3) Making a successful connection to the JIS system

NOTICE: The third weekend of each month are designated as maintenance weekends and you may experience intermittent outages or be unable to connect at all during these weekends.
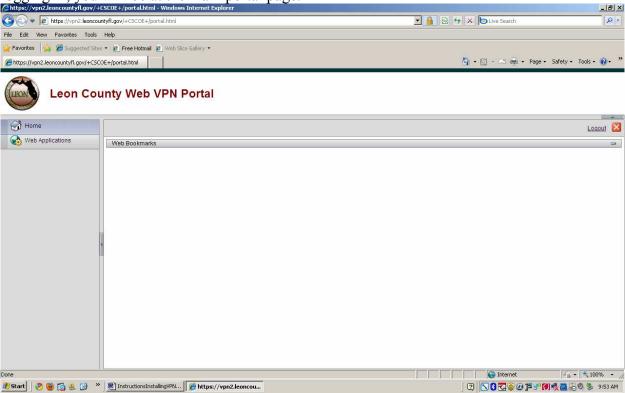
Step1: Accessing the VPN Web Portal

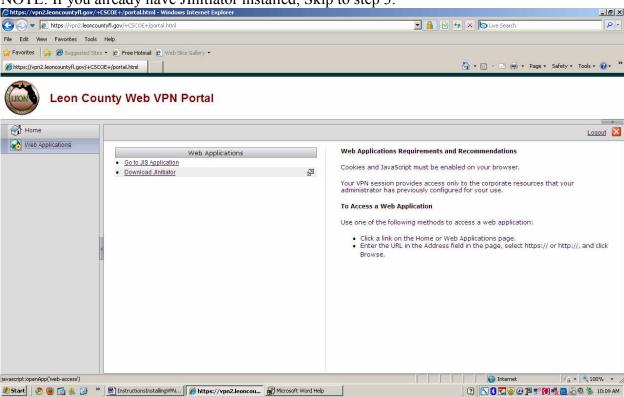Open Internet Explorer, connect to http://vpn.leoncountyfl.gov

Enter your VPN User Name and Password at the Login prompt. Once you have completed logging in, you will be at the main portal page.

Click on "Web Applications" , The page should appear as shown below.
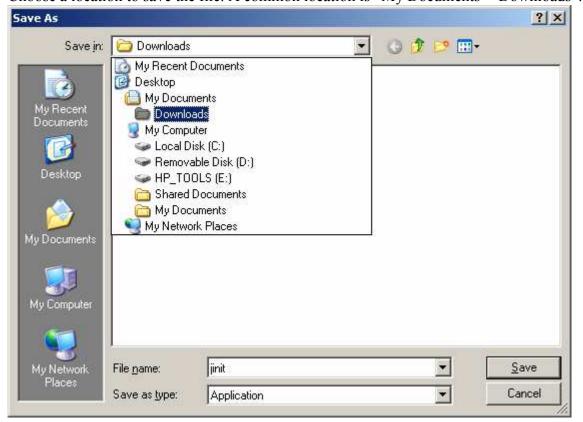NOTE: If you already have JInitiator installed, Skip to step 3.

STEP 2: JINITIATOR PLUG-IN INSTALLATION

First time users, click on "Download JInitiator" on the portal page. Then click "Save" when the file download window appears.

Choose a location to save the file. A common location is "My Documents" "Downloads".
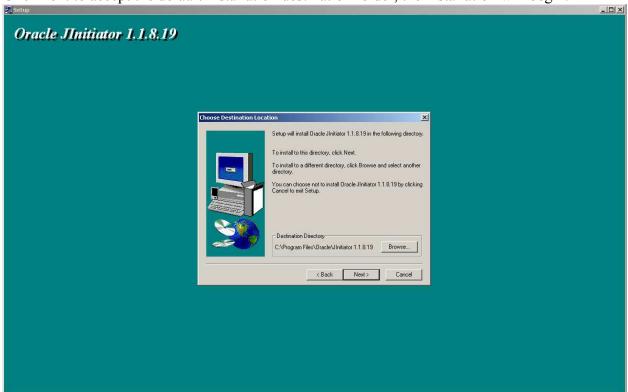
Once the download completes, click "Run".

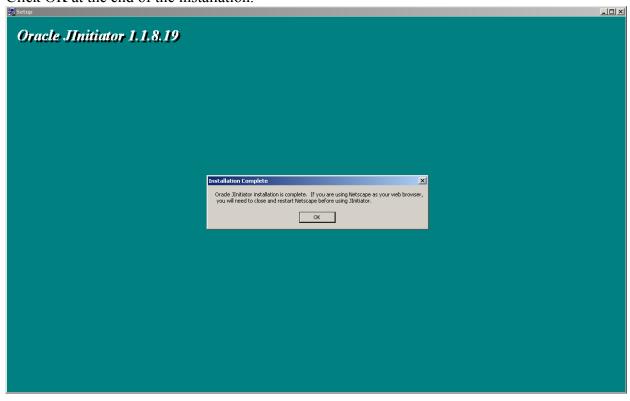Click Run again at the confirmation window.

Click Yes to begin the installation

Click next to accept the default installation destination folder, the installation will begin.
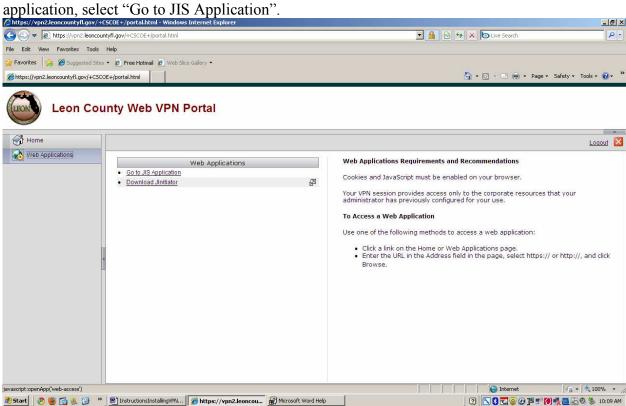

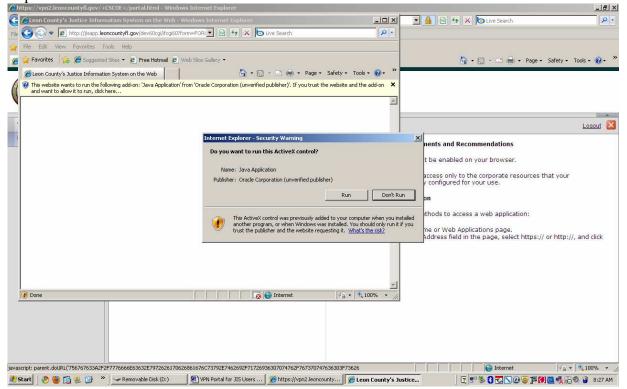Click OK at the end of the installation.

NOTICE: The current version number of JInitiator is (1.1.8.19). Once you have installed JInitiator, you will not need to install again unless we notify you of a version upgrade.

STEP 3:ACCESSING THE JIS APPLICATION

Once you have finished the JInitiator Install you should be back at the portal page. To start the application, select "Go to JIS Application".

A new browser window will open, you may be prompted to run ActiveX control. You will need to click on the yellow bar that appears, another window will open, click run to accept this request.

The window should then appear as seen here.

A final window will open in which you will be prompted to login with your JIS username and password.

NOTE: For most JIS users, the Username is PUBLIC and the password is PUBLIC

CONTACT INFORMATION

If you or your technical staff experienced problems installing or connecting, please contact the Leon County Management Information Services help desk for assistance. We have made every effort to anticipate the various systems which may be installed, however, it is impossible to anticipate every possible scenario. We will be happy to work with your technical staff to attempt to resolve technical issues that may arise.

Phone Number:
(850) 606-5502

Helpdesk Hours:
M – F ; 8:00 a.m. – 5:00 p.m., (EST)